

**THE SPOUSE EMPLOYMENT
ASSISTANCE PROGRAM**

SPOUSE CAREER/LIFE COURSE



PARTICIPANT GUIDE

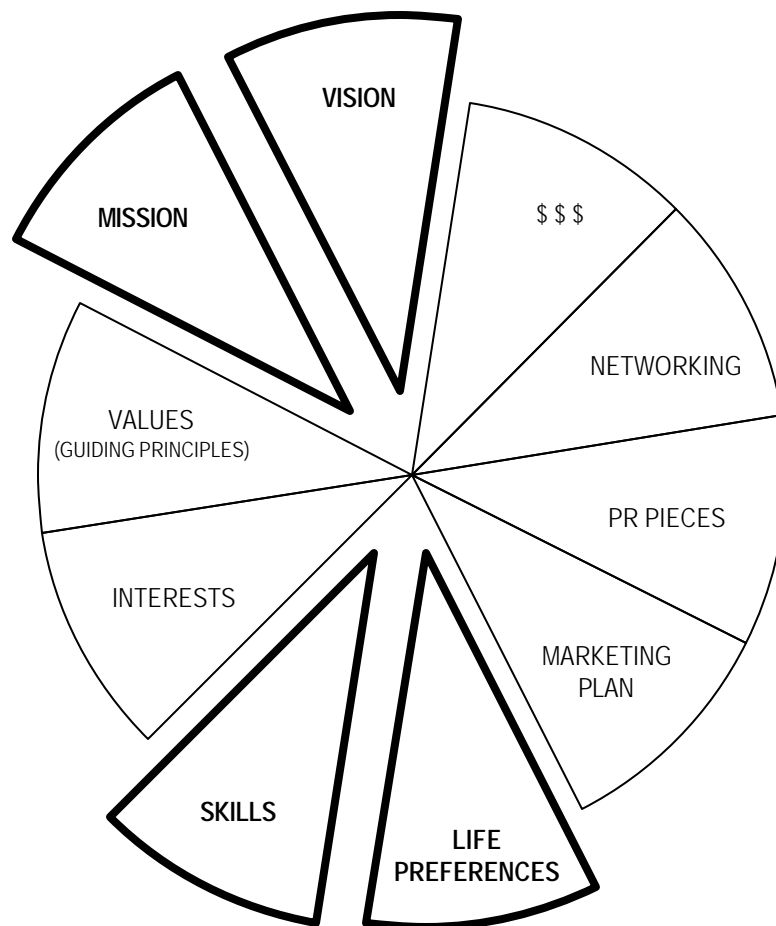
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Module 1:

Self and Skills Assessment

WHAT'S MY CAREER PLAN



Module 1:
"What's My Career Plan?"



Agenda

- Welcome and Introduction, including Administrative Details
- Module Introduction
- Participant Introductions and Expectations
- Course Purpose and Overview
- Introduction to Modules
- Course Materials
- Summary
- Evaluation

Course Purpose

The Spouse Career/Life Course is designed:

*“To empower Navy spouses to manage
their own career and life goals
and to enable them to be in a position
of choice in their lives.”*

Course Goals

Upon completion of this course, you will be able to:

- Identify your personal career and life goals
- Identify a plan to achieve your career/life changes and address your personal change issues
- Apply skills necessary to conduct an effective work search
- Understand many of the career and life options available to Navy Spouses

Career Plan



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- A business plan for you!
- Defining the components that make up you.
- Through defining a Career Plan you begin to recognize where you are, what you want to do, and what you have to do to reach your goals.

Career Plan

During your job search you will be going out to employers and selling a product, YOU. To do this successfully you must develop a plan. Developing a Career Plan may help you understand how your successful job search and starting up a successful new business are related.

When a new business is started the owner develops a plan. She/He decides on a vision and goals, looks at the product closely, evaluating strong and weak points, researches the market, assesses finances and develops a marketing plan. Finally, the owner goes into business, actually selling the product through the written and verbal advertising. These components make a successful business. They also make a successful job search!

In the Career Plan model we will complete all the steps necessary to guide you to the job that is right for you. You may also gain insights that allow you to keep your life in balance.

Vision – The career plan. How you see your complete life – what you want for yourself.

Mission – How you want to live your life, your goals and how you will reach them.

Values – The guiding principles of your life.

Interest – What you enjoy doing, at work and at home.

Skills – Abilities that enable you to accomplish a task.

Life Preferences – Choices we would make, given the opportunity.

Marketing Plan – Specific goals you want to accomplish and the steps you need to take to attain these goals.

Public Relations (PR) Pieces – The written and verbal communication pieces you use to advertise yourself.

Networking – Informal and formal links between yourself and successful employment, as well as the research necessary to develop some of the links.

\$ \$ \$ – Balancing the finances in your life and looking at ways to ensure you can support your vision.

Each module will help you develop a piece of a winning job search. As you progress in your job search you may want to attend other modules to develop all parts of your plan, working towards obtaining the position that supports your vision and goals.

Course Flow

Module 1:

"What's My Career Plan"

Module 2:

"Where Am I Now?"

Module 3:

"What Do I Have To Do?"

Module 4:

Financial Management

Module 5:

Career Exploration

Module 6:

Marketing Yourself

Module 7:

Written Marketing Tools

Module 8:

The Interview Process

Module 9:

Federal Employment

Module 10:

Careers-On-The-Go

Module 11:

Entrepreneurism

Module 12:

Volunteerism

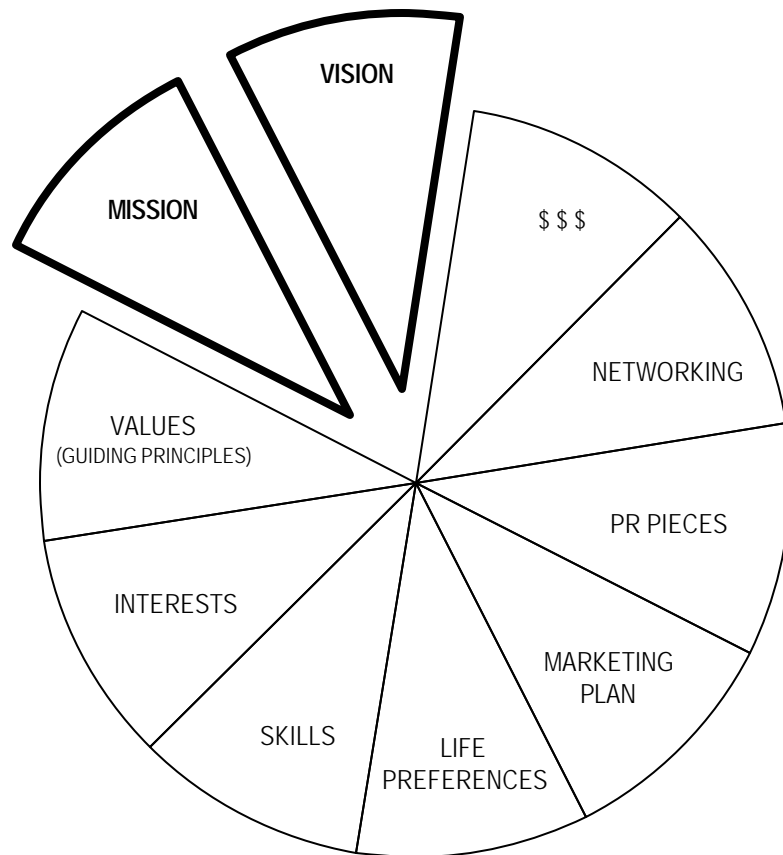
Module 13:

21st Century Workplace

Module 14:

Creating Balance In Your Life

What's My Career Plan?



As part of your business plan for Career Plan you need a vision. Your vision and mission are an important portion of your strategy for success. This section will help you find your vision and determine the future you want to have. You will also take your first step in the networking process as you meet your co-participants.

Module 1 Evaluation

Course Date _____ Instructor(s) _____

We want to provide you with the best possible training. Your reactions to this module will help us improve the training. Please circle one of the following five choices for each question:

SA (Strongly Agree); **A** (Agree); **N** (Neutral/Unsure); **D** (Disagree); or **SD** (Strongly Disagree).

Meeting Course Objectives:

- | | | | | | |
|---|----|---|---|---|----|
| 1. Complete a dream sheet to describe your ideal future. | SA | A | N | D | SD |
| 2. Referring to your dream sheet, identify what you think you need to have to achieve your dream. | SA | A | N | D | SD |

Contents:

- | | | | | | |
|---|----|---|---|---|----|
| 3. The amount of information covered was appropriate for the length of this module. | SA | A | N | D | SD |
| If you answered N, D or SD, was the amount of information covered:
Too much?_____ Too little?_____ | | | | | |

- | | | | | | |
|--|----|---|---|---|----|
| 4. The learning materials were clear and well organized. | SA | A | N | D | SD |
| 5. The examples used were appropriate for my situation. | SA | A | N | D | SD |

Instructor(s):

- | | | | | | |
|---|----|---|---|---|----|
| 6. The instructor(s) presented information clearly and understandably. | SA | A | N | D | SD |
| 7. The instructor(s) was/were available and responded to my questions and concerns. | SA | A | N | D | SD |

Course Administration:

- | | | | | | |
|---|----|---|---|---|----|
| 8. The length of the module was appropriate. | SA | A | N | D | SD |
| If you answered N, D or SD, was the module:
Too long?_____ Too short?_____ | | | | | |
| 9. The classroom was comfortable. | SA | A | N | D | SD |
| 10. Breaks were adequate and well spaced. | SA | A | N | D | SD |

Overall:

- | | | | | | |
|---|----|---|---|---|----|
| 11. There was a good balance between exercises and lecture. | SA | A | N | D | SD |
|---|----|---|---|---|----|

Module 1 Evaluation

12. I feel that I understand the ideas underlying the content we covered.
13. How did you hear about this course?

SA A N D SD

Comments? (Use back if necessary)

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